

279TH BASE SUPPORT BATTALION

COMMANDER'S POLICY

POLICY NUMBER: 01-11	DATE: 31 July 2003
SUBJECT: In-processing Training Center (ITC) Attendance and Exemption	
PROPONENT: S2/3, 279th BSB (469-1530)	DISTRIBUTION: A, B & C

PURPOSE: Establish procedures for attendance, exemption and deferment from the Bamberg German/American Military Community In-processing Training Center (ITC).

SCOPE: Applies to all incoming soldiers assigned to the Bamberg German/American Military Community.

REFERENCE: USAREUR Regulation 612-1.

POLICY:

1. All incoming soldiers are required to attend the one-week ITC orientation course following in-processing. Those soldiers not previously assigned to USAREUR are also required to attend the one-week German Headstart Class.
2. IAW UR 612-1, gaining units will not assign duties to newly arrived soldiers until the soldiers have completed both in-processing and ITC/Headstart. In-processing soldiers will remain under ITC control during this time.
3. The first general officer in a soldier's chain of command is the sole authority to defer or exempt a soldier from ITC/Headstart. Requests for exemption and deferment must be submitted through the unit chain of command. Once your exemption or deferment is approved by the Senior Tactical Commander, you must provide a copy to the ITC Manager, 469-8883, no later than 72 hours prior to the start of the ITC class. Requests must include the soldier's name, rank and SSN, as well as rationale for their proposed exemption/deferment from ITC/Headstart.
4. Short duration absences of no more than eight hours from the ITC/Headstart program can be authorized by the ITC Manager/NCOIC.

Policy Number 01-11

Subject: In-processing Training Center (ITC) Attendance and Exemption

Proponent: S2/3, 279th BSB

Page 2 of 2

5. Intra-Theater Transfers (ITTs) will in-process through the Central Processing Facility (CPF) upon arrival to Bamberg, and are required to attend a modified ITC schedule tailored to the individual's needs. Coordination for required briefings can be made in advance by contacting the ITC Manager at 469-7455.

6. "Maximum Support - It Shall Be Done!"

A handwritten signature in dark ink, appearing to read 'D. L. Thomas', with a long horizontal flourish extending to the right.

DANIEL L THOMAS

LTC, MI

Commanding